



### Beginning an Analysis

Users with the appropriate security role have the ability to generate ad hoc queries within the CEDARS Reporting System. An Analysis is one or more views displaying the results of a query. Queries are the start to building a report.

Follow the steps in this document to begin creating your own Analysis.

**This Quick Reference assumes the reader knows how to:**

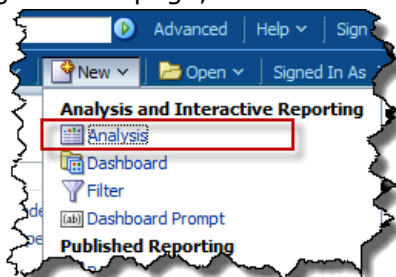
- Register for the CEDARS Reporting System
- Log in

### Selecting a Subject Area

Subject Areas are groupings of data. Subject Areas are visible based on security role. Only one Subject Area may be queried at a time.

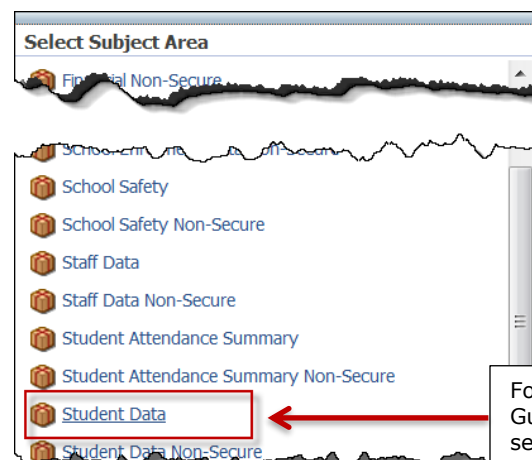
1. From the top right of the page, click the **New** menu.

2. Click **Analysis**.



The **Select Subject Area** pick-list appears.

3. Click the appropriate **Subject Area**.



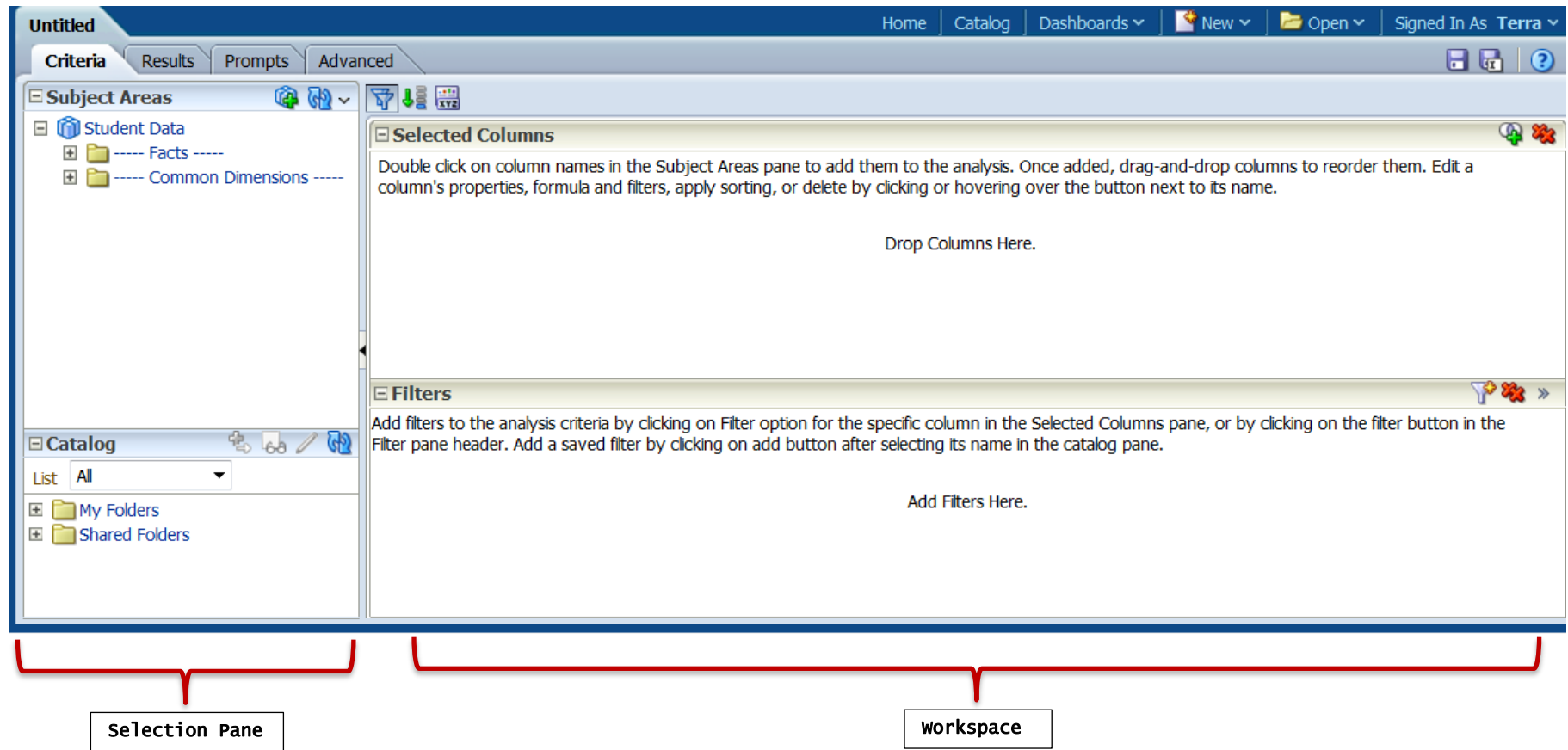
For the purposes of this Quick Reference Guide, the Subject Area **Student Data** was selected.

### About the Criteria Tab

The Oracle BI Analysis page opens the **Criteria** tab. Notice the two panes:

- **Selection Pane:** Allows the user to select items from the **Subject Area** or the **Catalog** to work with.
- **workspace:** Allows the user to manipulate the columns selected from the Selection Pane. The **Selected Columns** portion of the workspace allows the user to reorder data, edit properties, and apply filtering or formulas and sort. The **Filters** portion of the workspace allows the user to view any filters applied as well as add or delete filters.

**TIP:** Hover over the icons to identify their function!

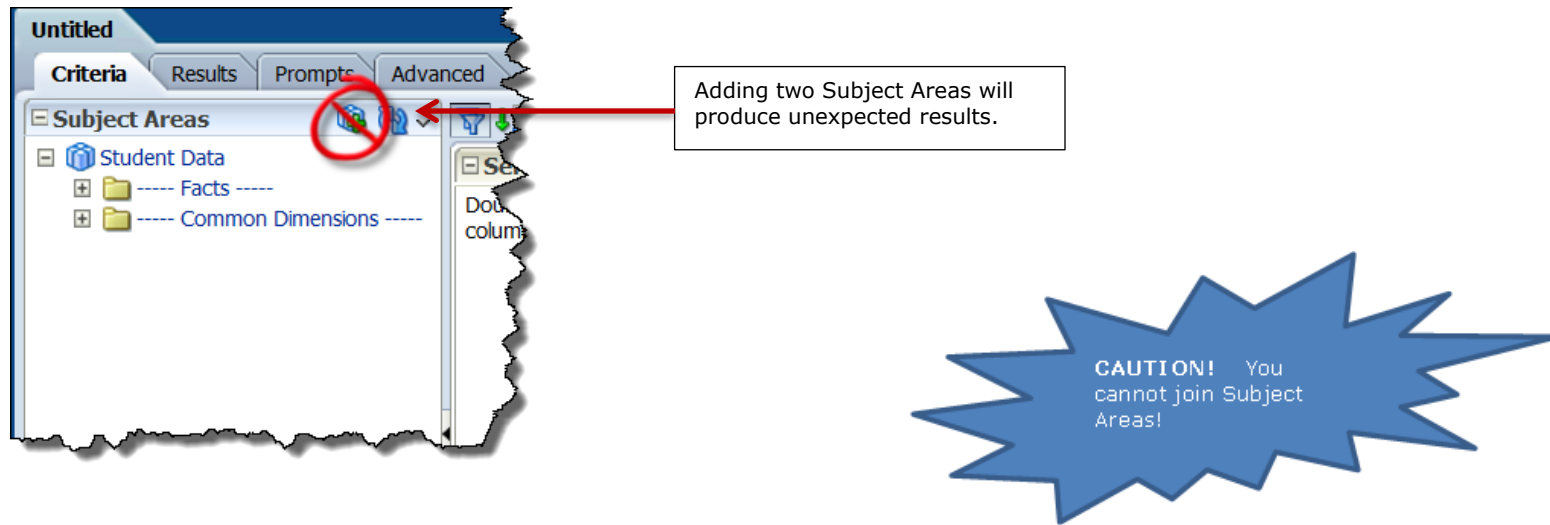


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### **More about the Subject Area**

A Subject Area is a logical collection of **Facts** and **Dimensions** presented to the user to create and modify reports. The CEDARS Reporting System Subject Areas may not be joined. Use only one Subject Area at a time.



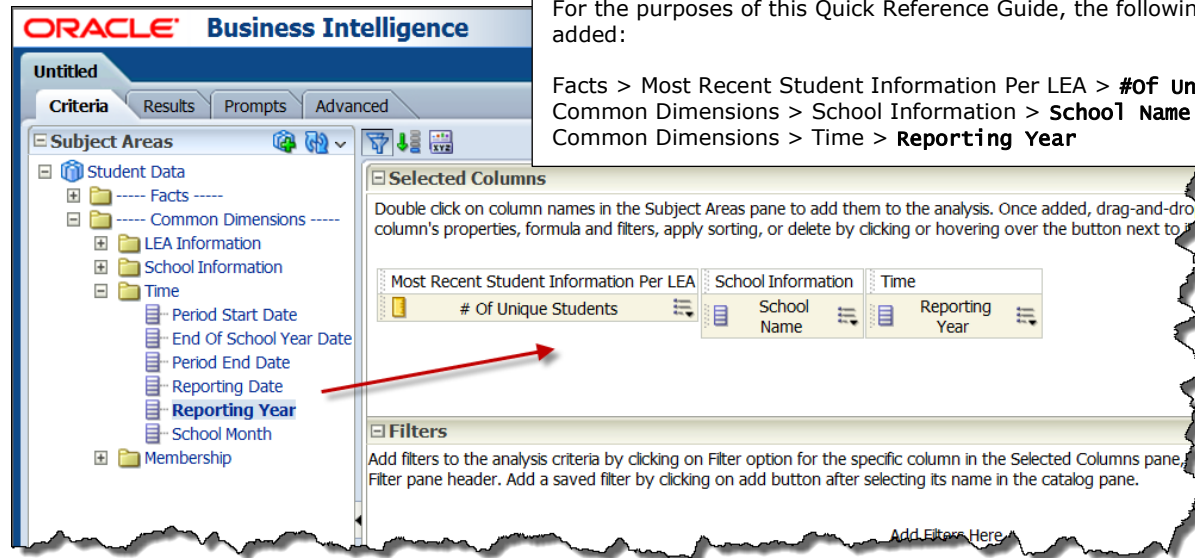
- **Fact:** A Fact table is a table with measures. Examples of measures include Average student GPA or Number of students in the Student Fact table.
- **Dimensions:** Dimensions define the ways in which the facts can be analyzed. A Fact table is usually linked to various Dimensions. For example, LEA, School and Time are dimensions for the Student Fact table.

### Adding Columns

1. Double click or expand the **Subject Area** folders.
2. Double click or click and drag the appropriate columns to add them to the Workspace.
3. To reorder columns in the Workspace, hover over the column. The cursor changes to a crosshair.

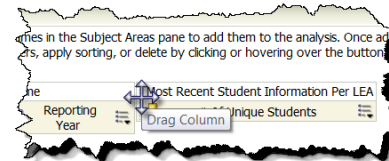


4. Click and drag the column to the appropriate location.



For the purposes of this Quick Reference Guide, the following columns were added:

Facts > Most Recent Student Information Per LEA > **#Of Unique Students**  
Common Dimensions > School Information > **School Name**  
Common Dimensions > Time > **Reporting Year**



### The More Options Icon

There may be times when you'll need to perform special functions on a column. Below are the functions under the **More Options** icon.



**Sort:** To sort the data in ascending or descending order, or to remove a sort.



**Edit Formula:** Allows you to change the column heading and apply various mathematical and other formulas to column data.



**Column Properties:** To edit various format properties of the column



**Filter:** Lets you create or edit a filter for the column.



**Delete:** The Delete button removes the column from the request.

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